



## Application for Employment

Coram Deo Bible Church is an equal opportunity employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any qualified applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization. This application is not intended to and does not create a contract or offer of employment, if hired; employment with Coram Deo Bible Church would be on an at-will basis and could be terminated at the will of either party.

**Mac Users: Please use Adobe Reader to open this fillable PDF to avoid program compatibility issues.**

Full Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Position(s) applied for or type of work desired: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Type of employment desired:     full-time     part-time     temporary

Date you will be available to start work: \_\_\_\_\_

What days are you available to work? \_\_\_\_\_

Can you work weekends, holidays, and/or overtime, if necessary?     Yes     No

Can you travel, if required by this position?     Yes     No

Can you submit proof of legal employment authorization and identity?     Yes     No

If you are under 16, can you furnish a work permit if it is required?     Yes     No

Have you ever been previously employed by our organization?     Yes     No

Have you ever been convicted of a crime in the last 7 years?     Yes     No

If yes, please explain (a conviction will not automatically disqualify an applicant from being hired):

Have you been convicted of a crime against a minor?     Yes     No

If yes, please explain (a conviction will not automatically disqualify an applicant from being hired):

## Employment History

Please provide all employment information for the past three employers starting with the most recent.

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

Employer: \_\_\_\_\_ Position held: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Immediate supervisor and title: \_\_\_\_\_

Dates employed: from \_\_\_\_\_ to \_\_\_\_\_ Salary: \_\_\_\_\_

Job summary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

## Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Please check areas of expertise:

Typing (WPM) \_\_\_\_\_ Other \_\_\_\_\_

Microsoft Office (indicate those that apply):  Word  Excel  PowerPoint  Publisher  Outlook

## Educational History

List school name and location, years completed, course of study, and any degrees earned:

High school: \_\_\_\_\_

Technical Training: \_\_\_\_\_

College: \_\_\_\_\_

Other: \_\_\_\_\_

## References

List 3 references whom we may contact (do not include relatives or employers):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Yrs Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Yrs Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Yrs Known: \_\_\_\_\_

### Small Group Leader

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Yrs Known: \_\_\_\_\_

### Staff Member

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Yrs Known: \_\_\_\_\_

**Christian Background**

Are you a born again Christian?       Yes       No      How Long? \_\_\_\_\_

Do you attend Coram Deo Bible Church?     Yes       No

If no, what church do you attend? \_\_\_\_\_

Are you a member of Coram Deo Bible Church? \_\_\_\_\_

If no, are you willing to become a member? \_\_\_\_\_

**Coram Deo Bible Church requires all staff to become members within 6 months of hire date.**

In what areas of ministry at Coram Deo Bible Church are you involved?

Please list your spiritual gifts:

**Personal Testimony**

Please include your life before Christ, how you received Christ and what your life is now with Christ.

I hereby authorize Coram Deo Bible Church to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release Coram Deo Bible Church, and its representatives, from liability for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either the employer or I can terminate the relationship at will, with or without cause, at any time.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide satisfactory proof of identity and legal work authorization on or before the start of employment. Failure to submit such proof of identity within the required time shall result in immediate termination of the employment relationship.

**I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.**

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_